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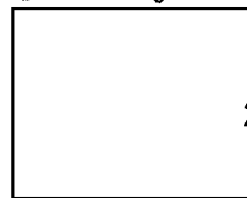
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200357

MINUTES

MEDICAL STAFF CAREER SERVICE BOARD MEETING
Wednesday, 20 March 1957

Present: C/MS - Chairman Dr. Tietjen
DC/MS - Voting Member
C/PD - Voting Member
C/PCD - Voting Member
Personnel Placement Officer
C/ASD - Executive Secretary
Secretary to C/MS - Recording Secretary



25X1A9A

1. Minutes of Previous Meetings

a. The Minutes of the Medical Staff Career Service Board Meeting of 27 February 1957 were approved by the Members without comment.

b. The Executive Secretary requested that the Minutes of the Meeting of 7 March 1957 be amended to indicate that action has not been initiated to upgrade the position of Medical Technician at [] to GS-11.

25X1

2. Promotion

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The Executive Secretary stated [] GS-5, Clerk-Typist, has been recommended for promotion to GS-5 by her supervisor. The Executive Secretary recommended the Board approve this promotion. Some discussion ensued regarding the appropriateness of placing this item on the Agenda; however, after referring to the memorandum dated 18 February 1957 revising the procedures of the Career Service Board, it was decided that the Board should consider this action. The Members unanimously approved promotion of [] to GS-5.

25X1A9A

3. Request for Extension

25X1A9A

The Executive Secretary reviewed a request for extension of tour from July 1957 to July 1958 from [] GS-7, Medical Technician. This request was concurred in by [] the Subject's supervisor. The Executive Secretary recommended the Board approve this action; the Members concurred.

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4. Assignment

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The Executive Secretary asked the Members to consider the nomination of a candidate for the position of Medical Technical Assistant, GS-11, at []. The following individuals were considered eligible for this assignment:

25X1

DOC	23	REV DATE	14 APR 1981	BY	[]
ORIG COMP	-	OPI	39	TYPE	01
ORIG CLASS	22	REV CLASS	201	REV CLASS	201
JUST	22	NEXT REV	201	AUTH	RR

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[REDACTED] S-10, Medical Technician
10, Medical Technical Assistant
11, Physical Requirements Officer
-11, Personnel Officer
GS-11, Medical Technical Assistant
GS-10, Administrative Officer

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25X1A9A

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25X1A9A

Of these candidates, the Executive Secretary recommended the Board approve the appointment of [REDACTED] to the position being considered. C/PCD and DC/MS concurred in this recommendation; however, C/PD felt that either Mr. [REDACTED] would be better qualified for the position. The Executive Secretary replied that it was felt [REDACTED] could benefit from a tour of duty in Headquarters at this time, having only recently returned from a 4-year tour of overseas duty; also, [REDACTED] has specifically requested reassignment within the Medical Staff at Headquarters. It was also noted that [REDACTED] had submitted a memorandum requesting consideration for a similar position contemplated in [REDACTED] C/PD raised question regarding the assignment of [REDACTED] in view of the unfavorable fitness report submitted by C/PCD a short time ago. However, C/PCD stated he felt that [REDACTED] would do well in such an overseas assignment; C/MS also mentioned the fact that [REDACTED] has performed well in the past while overseas. C/PD withdrew his candidates from consideration and the Board approved the nomination of [REDACTED]

25X1A9A

In view of the comments expressed by the Members, C/MS will interview [REDACTED] regarding this assignment.

5. Assignment Potential for SD:SM Personnel in OSI

25X1A9A

The Executive Secretary reviewed a description of a position within the Medicine Division of OSI as submitted by [REDACTED] and asked the Members if they would care to consider a candidate for this or any other position which might become vacant in OSI. It was also noted by the Executive Secretary that, because of educational requirements, only two Medical Staff personnel would qualify for this position. Discussion centered around the question of whether or not the incumbent of such a position would retain his Medical Career Designation upon reassignment to OSI. It was also felt that assurance from OSI would be necessary that that Office desired the Medical Staff to fill the position before the nomination of a candidate could be considered. The Executive Secretary was requested to contact [REDACTED] informing him that the Medical Staff would be pleased to consider an official request from OSI for a candidate. It was also noted that another component of the Agency will submit a similar request to the Medical Staff in the near future.

6. Review of Fitness Reports

Fitness Reports on the following personnel were noted on the attachment to the Agenda:

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[redacted], GS-11, Administrative Officer
[redacted] S-11, Medical Technical Assistant
[redacted] GS-10, Administrative Officer
[redacted] S-9, Medical Technician
[redacted] GS-3, File Clerk

These reports were not reviewed by the Board.

7. Competitive Promotion - CIA Regulation [redacted]

25X1

The Personnel Placement Officer was requested to answer any questions the Members might have on the subject of the Competitive Promotion Program. She stated the Medical Staff seemed to be complying with Regulation [redacted] since it appeared that the head of the career board must follow only those procedures necessary to assure himself that all individuals receive proper consideration for any promotion occurring. With regard to the periodic review of all personnel, the Personnel Placement Officer recommended this be accomplished as the occasion arises. It was also stressed that a promotion may be granted at any time and not just at the time of the annual review.

The Executive Secretary was requested to discuss this matter in greater detail with the Personnel Placement Officer and to submit a recommended procedure for the consideration of the Members.

8. Career Planning for Individuals - CIA Regulation [redacted]

25X1

The Executive Secretary announced that, in accordance with the provisions of CIA Regulation [redacted] Career Preference Outlines have been received from all Medical Staff Personnel in grades GS-11 and GS-12. The Executive Secretary recommended these be reviewed by the Board and submitted to the Office of Personnel for appropriate processing and filing. The Members agreed to this and the matter will be placed on the Agenda for a meeting in the near future.

9. Recruitment of Physicians

The Executive Secretary announced the receipt of a study by the Office of Personnel comparing the salaries paid by this Agency with those paid by the Veterans Administration, Public Health Service, and other military services. The report concludes that physicians with this Agency are as well paid if not better than those of other agencies. The Executive Secretary will present a more complete review of this study in the near future.

10. Miscellaneous

a. A memorandum has been received from [redacted] GS-11, Physical Requirements Officer, requesting a transfer within the Medical Staff. This matter will be placed on the Agenda for a meeting in the near future.

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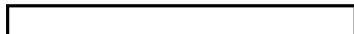
b. A reply to DD/S request for a status report on the Competitive Promotion Program was submitted by the Medical Staff on 15 March 1957.

c. Requests for promotion recently received on the following individuals will be considered at a meeting in the near future:

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S-9, Medical Technician
GS-6, Medical Technician

25X1A9A d.  a prospective Medical Officer, will be in Headquarters for interview purposes on 21 and 22 March 1957.

MS/mam

Distribution:

Orig - C/MS
1 - DC/MS
1 - C/PD
1 - C/PCD
1 - C/TSD
1 - C/ASD

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